

Position Name: Student Life Graduate Coordinator (1)
Institution: Benjamin Franklin Institute of Technology
Location: South End, Boston. 41 Berkeley Street, Boston MA 02116
Office: Student Life (Residence Life, Student Conduct, Student Activities, Commuter Life)
Department: Student Affairs
Hours: 15-20 hours weekly (9:30 AM-2:30 PM), days TBA
Duration: September 2014-May 2015
Reports to: Director of Student Life / Coordinator of Student Activities



About the Institution:

The Benjamin Franklin Institute of Technology, founded in 1908, is a private technical college located in Boston's historic South End neighborhood. The college is proud of its long tradition of educating students for technical careers. We offer our students technical education combined with the communication and analytical skills that will prepare them to build a viable career.

Demographics:

- Males 88%, Females 12%
- Average age: 22 years
- Minority students: 60%
- Students receiving financial aid: 85%

Objective:

The objective of this position is to provide valuable student affairs experience to a graduate student studying in a higher education program at a Boston-area college/university. The Student Life Graduate Coordinator will gain experience in policy development, administrative tasks, leadership programming, and organizing, meetings, events, and trainings in student activities and/or residence life. The coordinator will work in a collaborative, team environment and support student engagement, community building, and student leadership development.

Duties and Responsibilities (may include):

- Develop structure to campus student organizations: Create forms, develop policies and student engagement tracking
- Coordinate student activity programming along with the Coordinator of Student Activities
- Research/project-based activities to support residence life, student conduct, student activities, commuter life
- Plan and implement student leadership workshops (financial management, group dynamics, etc.)
- Create marketing materials for student organizations and leadership programs
- Plan and implement Student Involvement Fair, and other campus-wide events (with the Coordinator of Student Activities)
- Conduct research and assessment on student activities, student conduct, and residence life programs and operations
- Perform other duties as assigned or delegated by the Director of Student Life and/or Coordinator of Student Activities

Skills and Abilities:

- Demonstrates knowledge and good judgment in matters on college policy and procedures
- Bring a spirit of enthusiasm, energy, and multicultural awareness
- Encourage the use of technology in the delivery of student affairs as well as understand the challenges that faculty and students face in its use
- Be student-focused

Compensation:

- Pay for one (1) professional association membership per year. Only the following professional associations will apply:
 - National Association for Campus Activities (NACA)
 - Student Affairs Administrators in Higher Education (NASPA)
 - Association of Student Conduct Administrators (ASCA)
- Pay for one (1) regional conference per year (up to \$350). Only the following conferences will apply:
 - National Association for Campus Activities (NACA)
 - Student Affairs Administrators in Higher Education (NASPA)
- **Class credit needs to be discussed and negotiated with your academic department**

Qualifications:

Bachelors Degree and enrollment in a Masters program in Higher Education, Education, Counseling, or related field is required. Prior experience in Student Activities, Residence Life, or Recreation/Leadership is preferred. Successful candidates should also have strong computer and verbal/written communication skills along with the ability to comfortably interact with faculty and students.

To Apply:

Interested applicants should send resume and cover letter via email to:
Brett Wellman, Director of Student Life, bwellman@bfit.edu